

# PROCEDURE

Development and Use of Training  
Implementation Plans (TIPs)

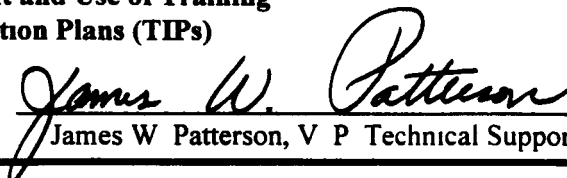
RMRS-TR-02 01

Revision 0

Date Effective 3/1/99

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APPROVED

  
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## 1 PURPOSE

This procedure provides guidance for the preparation and use of Training Implementation Plans (TIPs) and Organizational Training Requirements (OTR) Documents This procedure replaces Work Instruction 007, Development and Use of Training Implementation Plans (TIPs)

## 2 SCOPE

This procedure applies to development of TIPs for the description of Training and Qualification (T&Q) requirements for personnel who perform work in RMRS nuclear facilities In RMRS nuclear facilities, the TIPs are reference documents demonstrating how compliance with DOE Order 5480 20A Personnel Selection Qualification, and Training Requirements for DOE Nuclear Facilities (hereinafter, the DOE Order) is achieved in the T&Q of personnel in operating organization positions A similar document known as the Organizational Training Requirements Document (OTR) may be used to define T&Q programs for supporting organizations, projects operations and non nuclear facilities This procedure also describes the use of TIPs in conjunction with the delivery of T&Q to employees and subcontractors (see also INSTR 003, Tracking/Scheduling Training and Qualifications and Retention of Records for Training, and INSTR 005, Identifying Training and Qualification Requirements) and in preparation and control of the List of Qualified Individuals (LOQI) that is a requirement for nuclear facility operating organizations [see also INSTR 004 Development Use and Control of List of Qualified Individuals (LOQI)]

## 3 DEFINITIONS

Controlled Distribution - Distribution of the TIPs to RMRS managers and support personnel listed as controlled copy holders requires receipt acknowledgment (TUM, Training Users Manual)

**List of Qualified Individuals (LOQI)** - A list of personnel who are trained and qualified to work in a specific nuclear facility. This is the required method of identifying personnel authorized to perform work in nuclear facilities.

**Organizational Training Requirements Document (OTR)** - The document which details the training and qualification requirements, including core training and job-specific training for personnel in positions that are not covered by a TIP (e.g. non-nuclear facilities administrative functions, etc.)

**Responsible Manager** - The manager, including RMRS Technical, Project and Facility Managers, directly responsible and accountable for facility personnel and operations within a nuclear facility, including T&Q and the TIPs, and for maintaining the associated LOQI.

**Training Coordinator** - An individual who is delegated responsibility by line management for the tracking, scheduling, and documentation of training and qualifications required for facilities, projects, support programs, and operations personnel.

**Training Implementation Matrix (TIM)** - The TIM is comprised of the RMRS Narrative and facility-specific compliance matrices which document compliance status with DOE Order 5480 20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities and describe how compliance is achieved for training and qualification of personnel in positions that influence nuclear safety at RMRS nuclear facilities. The TIM is approved by DOE, Rocky Flats Field Office.

**Manager of Training Programs** - RMRS manager responsible for programmatic compliance with DOE Order 5480 20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities and regulatory requirements by the company T&Q program.

**Training Program Developer** - An individual who assists the Training Manager in preparation of RMRS programmatic and facility specific documentation that achieves/demonstrates compliance with the DOE Order and regulatory requirements.

## **4 RESPONSIBILITIES**

### **4.1 Manager of Training Programs**

- Reviews and concurs with the TIPs and revisions, to ensure that T&Q requirements for compliance with the DOE Order are incorporated and that effective control of the facility T&Q program is achieved. Also reviews and concurs with the OTRs and revisions, to ensure that effective control of the facility T&Q program is achieved.
- Informs Responsible Manager and Training Coordinator or Training Program Developer when proposed revisions to the TIPs will require fundamental change to the DOE-approved TIM relative to the subject nuclear facility, and, if appropriate and consistent with the DOE Order, prepares and obtains DOE approval for a TIM revision.
- Provides resources to nuclear facility management as necessary for preparation of TIPs.

**4.2 Training Coordinator or Training Program Developer**

- Provides guidance to Responsible Manager in evaluating T&Q requirements for nuclear facility operating organization positions and tasks
- Prepares the TIP (or OTR if applicable) Appendix 1 Core Training and Appendix 2 Job-Specific Training and Qualification Matrix of the TIP or OTR on behalf of Responsible Manager for review, concurrence and approval Also prepares TIP Appendix 3 Operator Continuing Training/Requalification Matrix, when necessary, to address Operator requalification
- Drafts revisions to the TIPs (or OTRs, if applicable) on behalf of Responsible Manager for review, concurrence and approval
- Works with RMRS Document Control (DC) group to ensure that record-keeping and controlled distribution for the TIPs (or OTRs, if applicable) follow applicable DC processes

**4.3 Responsible Manager**

- Determines T&Q requirements for personnel, positions and tasks within the nuclear facility operating organization for which he/she is responsible
- Concurs with the TIP (or OTR if applicable) prior to approval by his/her immediate supervisor
- Initiates the development of revisions to the TIPs when necessary to maintain consistency with nuclear facility operating organization position changes changes to core or job-specific training requirements and work scope modifications Performs similar functions for OTRs for non nuclear facilities
- When changes in nuclear facility work scope, authorization basis documentation or tasks/procedures occur which may effect changes in position descriptions and T&Q requirements listed in the TIPs obtains Training Programs Manager review of whether such changes will cause fundamental change(s) to the DOE-approved TIM
- Ensures implementation of the TIPs as a guide to T&Q requirements which personnel in nuclear facility operating organizations must meet prior to performing work in the facility Performs similar functions for OTRs for non-nuclear facilities

## 5 INSTRUCTIONS

### 5.1 Development of TIPs/OTRs

Either the RMRS Training (RT) group or facility management may initiate development of TIPs/OTRs, although, once issued, the TIPs/OTRs are the responsibility of management for implementation and revision to account for changing facility requirements and conditions. Effective development of the TIPs/OTRs can only occur with input by both organizations and an assigned training coordinator and/or training program developer. Involvement by representatives of the Training Programs and Operations organizations, as well as Instructor/Developers for pertinent personnel qualifications and operating organization supervisors is also appropriate, with coordination of review by RT or facility management. Relevant record documents described in Section 6 Records Processing Instructions, should be assembled and reviewed prior to preparation of the TIPs/OTRs or any revisions.

The key elements that go into the preparation or revision of TIPs/OTRs are described in the following sections. In addition to the title page and the training matrix appendices an optional narrative section may be included for information that is not addressed elsewhere.

#### 5.1.1 Title Page

The title page has a document control number assigned by the DC group in the upper right corner that does not change when revisions are made. The revision number and date of revision are centered below the title block, when a full revision is being drafted a version circulated for comment will show the new revision number, "Draft" and the draft date. This title page information is repeated in a header or footer on each page of the TIP/OTR.

**NOTE** *Minor changes to the training matrix appendices (e.g. changing a class or adding a category) may be issued without changing the title page in accordance with RMRS Procedure DC-06 01 Document Control Program.*

Concurrence by the Training Programs and Training Services Managers and the immediate manager of the organization (e.g., project manager or facility manager) is listed on the title page and backed up by concurrence signatures in the DC history file. The approving official for the initial TIP/OTR and subsequent revisions is the Group Manager one level above the immediate manager. With each revision of the TIP/OTR, the position titles for concurrence and approval should be reviewed and revised to address organizational changes in the operating and training groups. The date the TIP/OTR is signed as approved is considered the effective date for its contents unless otherwise specified. A generic TIP title page is attached as Appendix #1, Sample Title Page for Training Implementation Plan (TIP).

## 5.1.2 Training Matrix Appendices

Appendix 1 Core Training and Appendix 2 Job-Specific Training and Qualification Matrix the training matrices of the TIP/OTR and Appendix 3 Operator Continuing Training/Requalification Matrix of the TIP if applicable) provide specifics on the core training and job-specific training and qualification requirements for personnel in the various functional levels and positions in the facility. Each facility-resident position has its own column in the tables and the full complement of courses, briefings, QDs, etc., as applicable comprising the T&Q program for each position are shown. Facilities that have personnel in the position of Operator shall have an additional Appendix 3 Operator Continuing Training/Requalification Matrix to address continuing training requirements and formal requalification. Exceptions to training, such as equivalent experience shall be documented as footnotes to the appendices. Training requirements for non-resident and tenant positions (entry requirements and other facility specific training) are typically shown in an 'Other Assigned Personnel' column. Changing conditions in the facility that necessitate additions to the core and job specific training requirements for either resident RMRS or non-resident and tenant positions will trigger revision of either or both appendices.

**NOTE** *Examples of changing conditions that may trigger TIP appendix revision include AB documentation changes that necessitate modification of limiting condition for operation (LCO) surveillances and associated qualifications and discovery of certain building conditions e.g. asbestos insulation discovered on HVAC equipment and piping*

## 5.2 Use of TIP Appendices

### 5.2.1 DOE Order Compliance

The facility-specific TIP appendices contain important T&Q information that achieves compliance with provisions of the DOE Order. The TIP appendices are referenced in the TIM Narrative and facility-specific TIM Appendix 3 Building Compliance Matrix for DOE Order 4580.20A, as the training documentation for numerous DOE Order requirements. The TIP appendices are auditable documents during Integrating Contractor and DOE assessments of the adequacy of the facility T&Q program. Therefore, the Responsible Manager should keep a controlled copy of the TIP at the nuclear facility (also see Section 6 Records Processing Instructions).

### 5.2.2 LOQI

The TIPs/OTRs are also a vehicle for informing other RMRS organizations and Site Contractors about T&Q requirements for the facility for personnel to be included in the facility's monthly LOQI.

## 6 RECORDS PROCESSING INSTRUCTIONS

As described in Section 5 1 1, Title Page, above, the TIPs/OTRs are issued a document control number by RMRS Document Control. Controlled copies of each new approved TIP/OTR, revisions, or page changes are issued by RMRS DC to a distribution list provided by the Responsible Manager or Training Manager when the documentation is delivered. Document control is conducted in accordance with RMRS DC procedures (e.g. RMRS DC-06 01 Document Control Program) which include revision of the document after drafting the changes gaining review and concurrence, and submittal to RMRS DC for filing and distribution.

The TWCP TIP is an In-Process WIPP/LL/LLM QA document for record-keeping purposes. The LL/LLM Waste TIP (if developed in the future) will also be an In-Process WIPP/LL/LLM QA document. All other TIPs and OTRs are In-Process QA record documents.

**Table 6-1, Records Processing**

<b>Record Identification</b>	<b>Record Type Determination</b>	<b>Protection / Storage Methods</b>	<b>Processing Instructions</b>
PLN-97-007 TRU Waste Characterization Program Training Implementation Plan (TWCP TIP)  LL/LLM Waste TIP (if developed in the future)	In-Process WIPP/LL/LLM Quality Assurance Document	Manager <b>SHALL</b> implement a reasonable level of protection to prevent loss and/or degradation. Documents <b>SHALL</b> be protected utilizing standard office equipment and methods when not in use.	Continue prescribed processing of document(s). After approval by the Responsible Manager, transmit all documents and DHF to RMRS Document Control Center in accordance with DC 06 01 Document Control Program. When revised, transmit the previous revision and DHF to NQA-1 Waste Records Center in accordance with DC-06 01 Document Control Program.
All other TIPs/OTRs	In Process Quality Assurance Document	Manager <b>SHALL</b> implement a reasonable level of protection to prevent loss and/or degradation while in process. Documents <b>SHALL</b> be protected utilizing standard office equipment and methods while in process.	Continue prescribed processing of document(s). After approval by the Responsible Manager, transmit all documents and DHFs to RMRS Document Control Center in accordance with DC-06 01 Document Control Program.

## 7 REFERENCES

DC-06 01, Document Control Program  
DOE Order 5480 20A, Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities  
INSTR 003 - Tracking/Scheduling Training and Qualifications and Retention of Records for Training  
INSTR 004 - Development, Use and Control of List of Qualified Individuals (LOQI)  
INSTR 005 - Identifying Training and Qualification Requirements  
RMRS Training Manual (RTM), RF/RMRS-97-040  
Training Users Manual (TUM)  
Work Instructions Implementing the RTM  
TWCP TIP - TRU Waste Characterization Program Training Implementation Plan (PLN-97-007)

Appendix #1

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Sample Title Page for Training Implementation Plan (TIP)

PLN XX-XXX

**BUILDING \_\_\_\_**

**TRAINING**

**IMPLEMENTATION**

**PLAN**

Revision 0  
(Date)

CONCURRENCE BY THE FOLLOWING DISCIPLINES WILL BE DOCUMENTED IN THE DOCUMENT HISTORY FILE

Training Programs Manager  
Responsible Manager

Approved by

\_\_\_\_\_  
Printed Name  
Group Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date